

# Spreadsheet Downloading

Downloading is a function that allows the user to download (copy) reports or data to different text formats. One format allows for a spreadsheet file (e.g., Excel, Lotus, etc).

**Requirements:** User must be accessing MIRS via a personal computer (PC). The PC needs to be running Attachmate EXTRA! Personal Client Version 6.3 or above.

## Setting up download spreadsheet profile: (Initial Setup - One-time only procedure)

Prior to using this new function, you will need to set up a generic profile for downloading so that your PC is able to convert SCO system files.

1. Logon to MIRS.
2. Click on **Tools** on the EXTRA! Personal Client menu bar. (Figure 1.1)
3. Click on **Transfer File** (Figure 1.1) and the Transfer File dialog box (Figure 1.2) will appear.

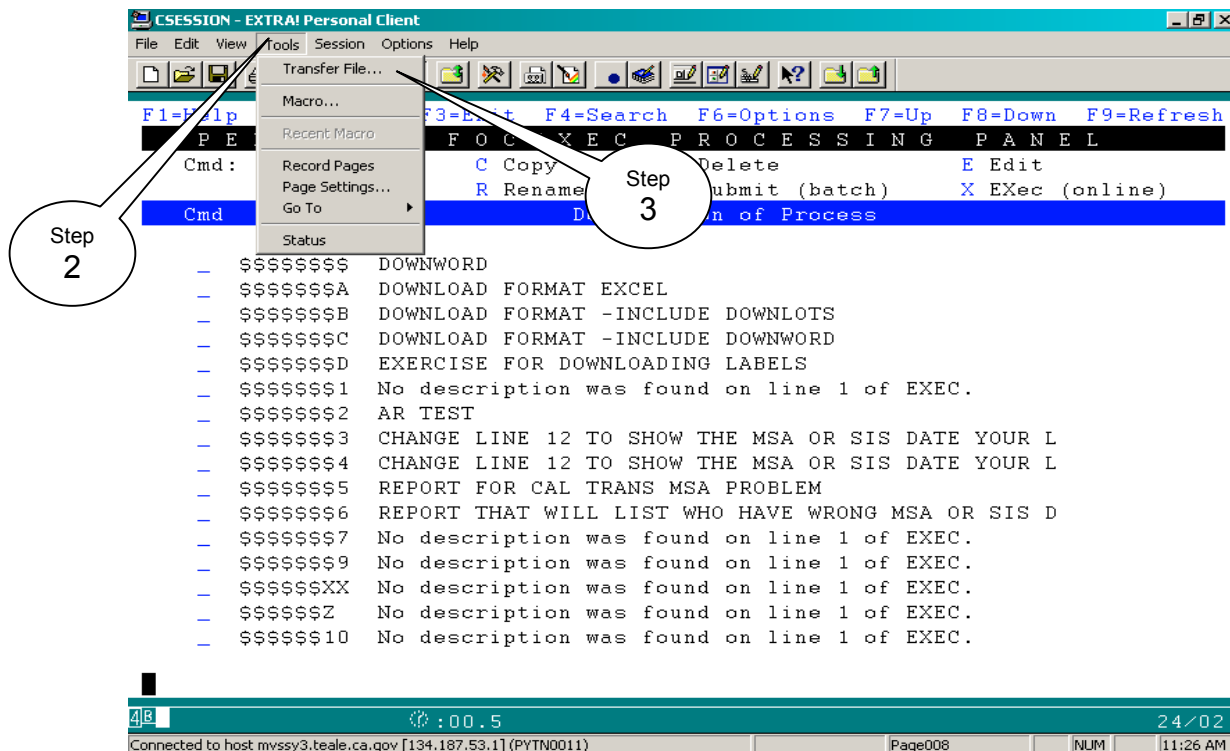


Figure 1.1

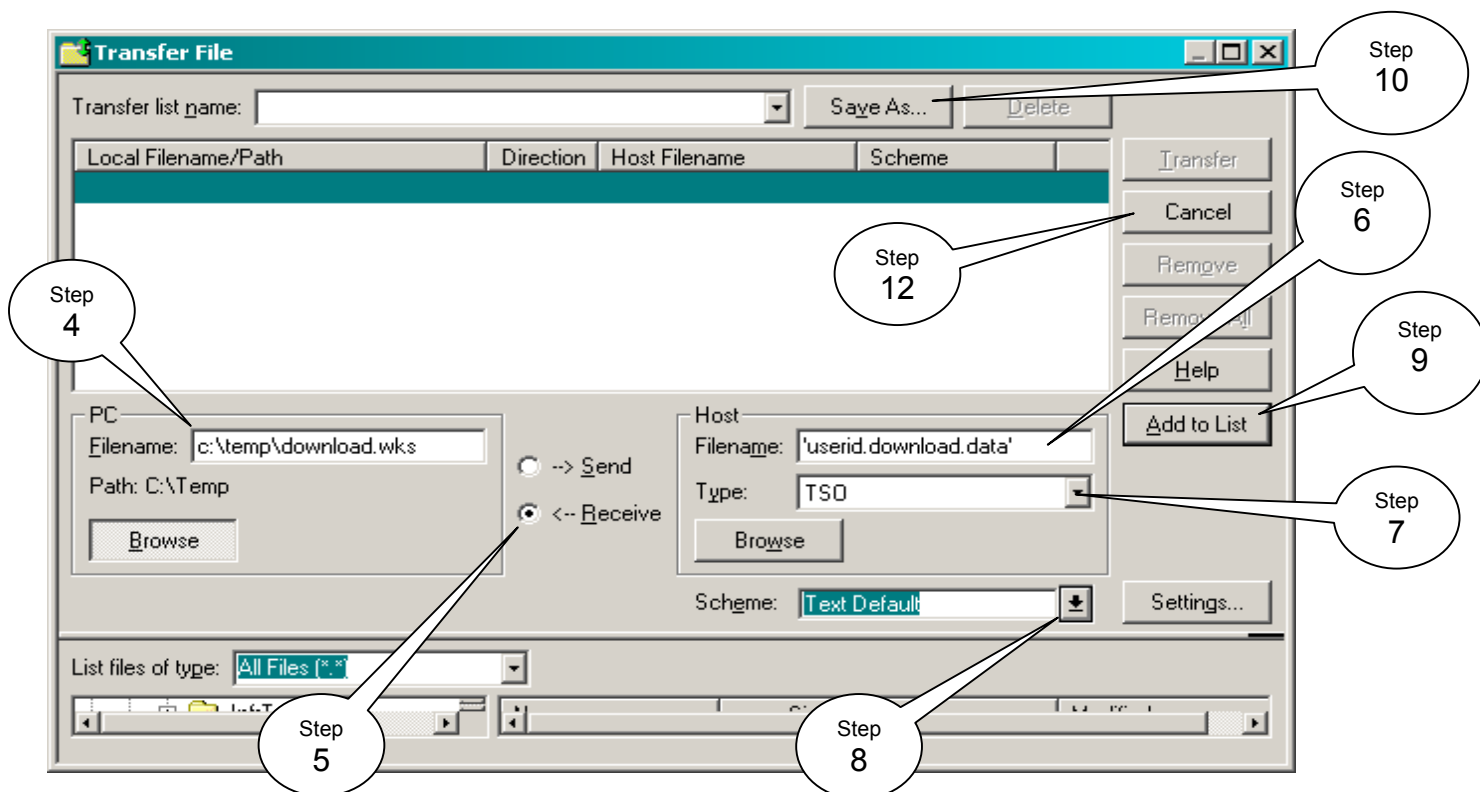


Figure 1.2

4. Type a path and filename in the PC Filename field (lower left-hand corner) to where you would like your file transferred on your PC. The recommended filename to use is **c:\temp\download.wks** (Figure 1.2)
5. Click on **<--Receive**. (Figure 1.2)
6. Type '**userid.download.data**' (use **your** userid in place of *userid*) in the Host Filename field, and don't forget to include the single quotes. (Figure 1.2)
7. Click on the pull-down menu in the Host Type field and select **TSO**. (Figure 1.2)
8. Click the pull-down menu in the Scheme field and select **Text Default**. (Figure 1.2)
9. Click on the **Add to list** button. (Figure 1.2)
10. Click on the **Save As** button (upper-right corner). (Figure 1.2)
11. Type in **Download Spreadsheet File** and click **OK** in the 'Save As..' dialog box. (Figure 1.3)

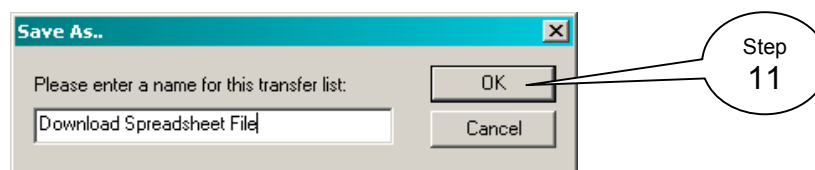


Figure 1.3

12. Click **Cancel** to return to your library. (Figure 1.2)

You have just completed creating a profile for downloading a spreadsheet file.

## **SPREADSHEET DOWNLOAD FILE**

### **RULES**

- Report must include the following line of syntax: **-INCLUDE DOWNLOTS**
- Headings/Footings are not needed
- BYs will be printed on each line
- Page-breaks are suppressed
- Page numbering is suppressed

**To prepare your report to be downloaded, the required syntax should be placed before your END command:**

**Syntax:**

```
TABLE FILE CEMPL  
PRINT CLASS CLTTL SALTOT  
BY UNIT  
WHERE STATCD IS-NOT 'PERM SEP'  
WHERE APPT IS-NOT 'Q' OR 'T'  
WHERE RECORDLIMIT IS 25  
-INCLUDE DOWNLOTS  
END
```

**<-REQUIRED SYNTAX**

### **DOWNLOAD A SPREADSHEET FILE**

1. Execute your report with the required syntax. You will not see the report output data, only the report syntax.
2. Once you have returned to your Library screen press **F6**, select **#8** (Download Data). A new screen will appear called **ISPF Command Shell**. (Figure 1.4)
3. Click on **Tools**. (Figure 1.4)
4. Click on **Transfer File**. (Figure 1.4)

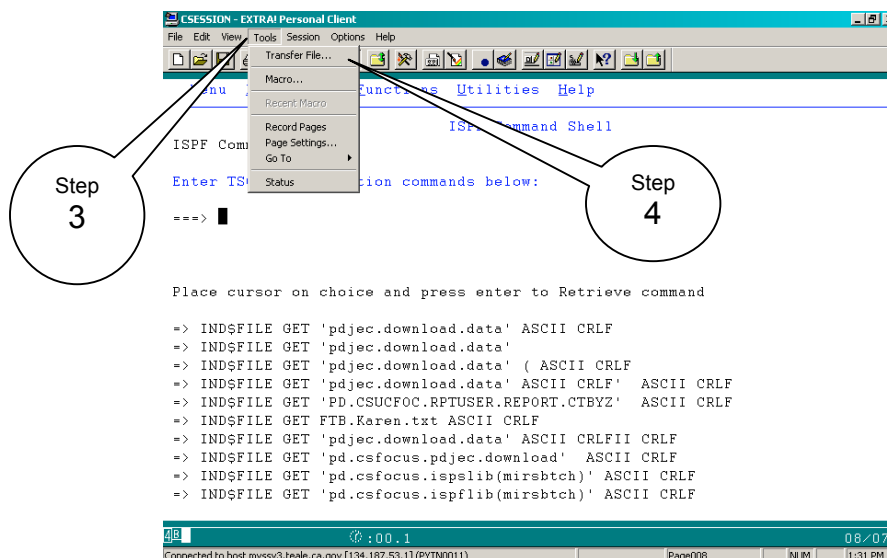


Figure 1.4

5. Click on the **Transfer list name** pull-down menu. (Figure 1.5)
6. Click on **Download Spreadsheet File**. (Figure 1.5)

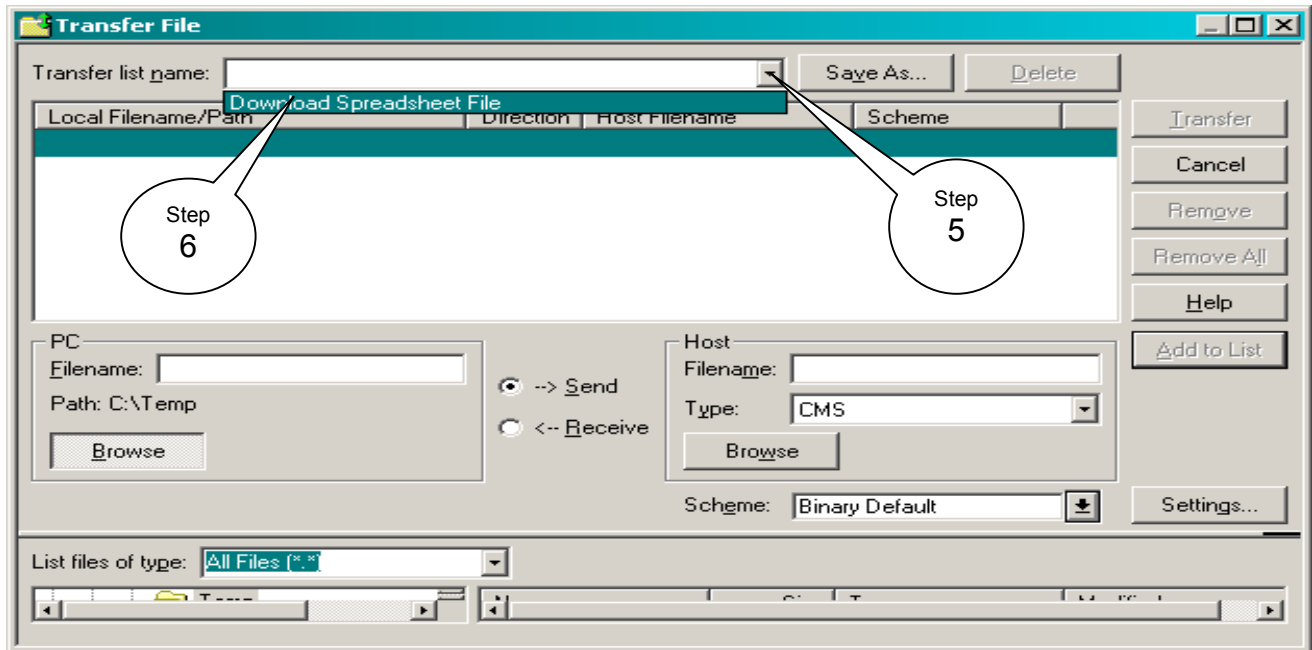


Figure 1.5

7. Click anywhere on the filename. (Figure 1.6)
8. In the Filename field (lower left-hand corner) change **download.wks** to something related to your report. (e.g., **budget2000.wks** or **rosters.wks**). (Figure 1.6)
9. Click on the **Transfer** button (upper right-hand corner). (Figure 1.6)

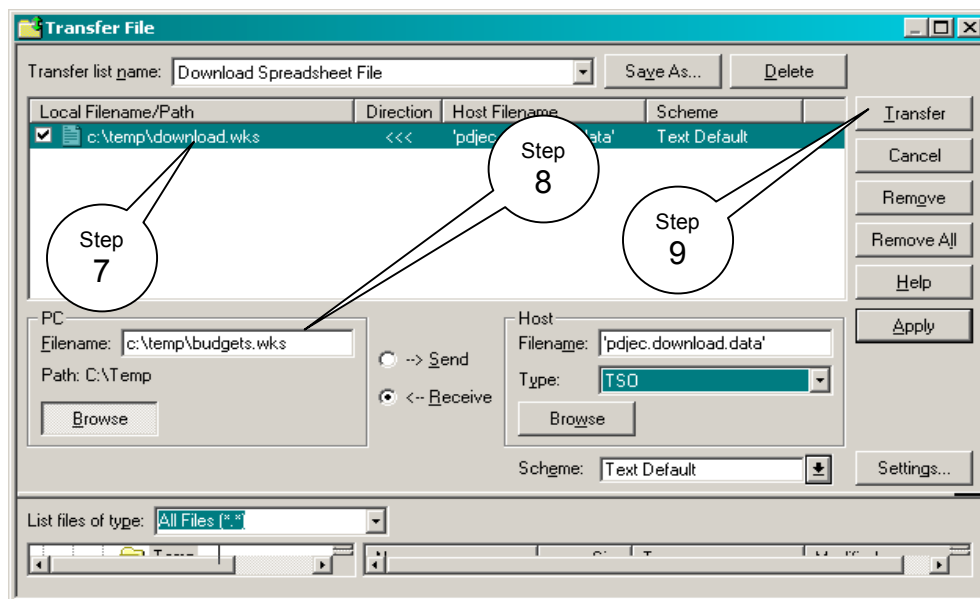


Figure 1.6

10. When asked '**Save changes to transfer list before continuing?**', click **No**.

11. The **Transfer File Progress** box will appear and your file will begin to transfer. Do not click on anything until the file transfer stops and **Transferred successfully** appears at the top of the dialog box. Once completed, click **Close**. (Figure 1.7)
12. The **Transfer Summary** box will appear and you will get a message **Transferred**

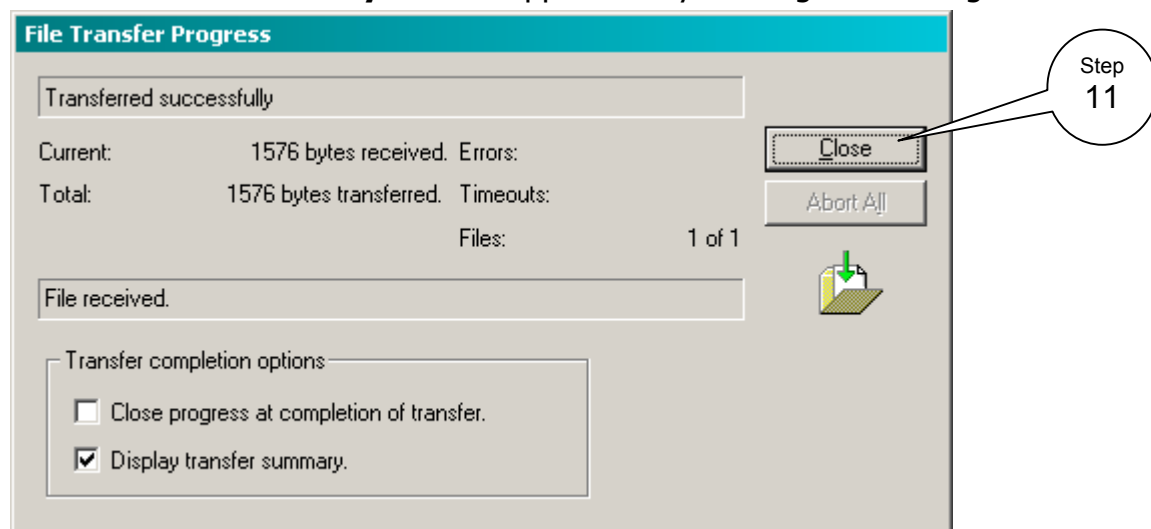


Figure 1.7

**successfully**, click **OK**. (Figure 1.8)

13. Press **F3** on your keyboard and you will be returned to your library.

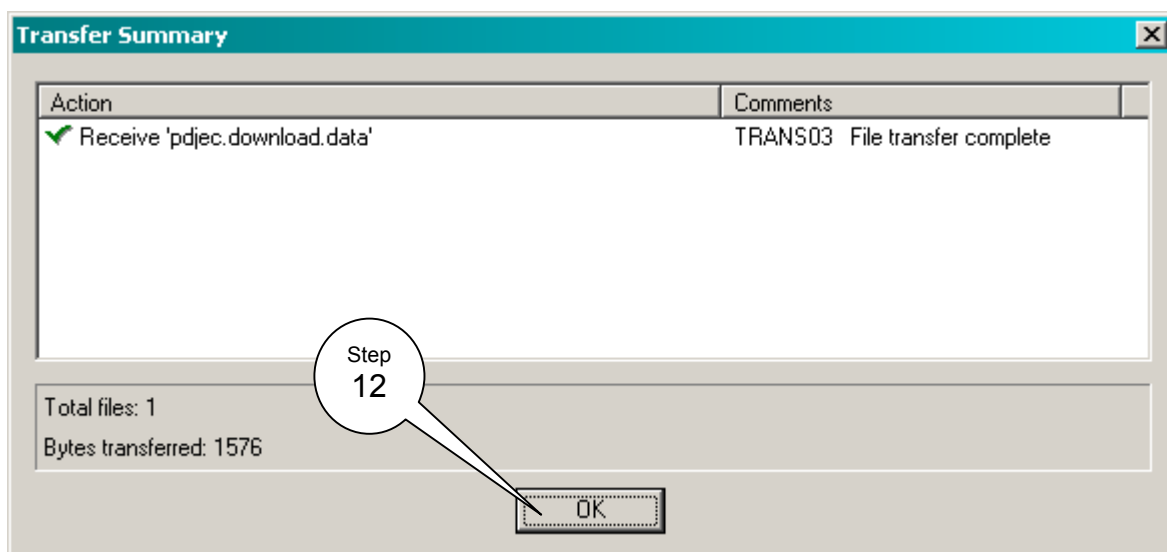


Figure 1.8

14. Your file is now saved on your PC as a Lotus delimited text file (\*.wks). At this point you can open your file in your spreadsheet software (e.g., Microsoft Excel, Lotus,...etc.).